JUNE 2016
prepare for the upcoming program year

Click each training to register.

	TRAININGS THIS MONTH	NEXT MONTH
REGIONAL IN-PERSON	Student Eligibility ABCs Working with your Food Safety Plan	Director's Track: Learning the NSLP Director's Track: Updates for PY 2017
ONLINE	Always available	Always available
WEBINARS		
PROFESSIONAL DEVELOPMENT		

		Updates	Resources
☐	Read the HNS Preparing for Program Year 2017 memorandum		• HNS 07-2016: Preparing for Program Year 2017 (School Year 2016-2017)
☐	*(if applicable)* Receive letter from ADE or check ADE Administrative Review webpage notifying LEA is up for an Administrative Review ☐ *(recommended)* Complete online training: How to Prepare for Your Administrative Review		http://www.azed.gov/health-nutrition/the-administrative-review/
☐	Review training schedule and register staff for appropriate trainings	New types of training!	http://www.azed.gov/health-nutrition/nslp/training/ • SY 2016-2017 Training Brochure
☐	Create job specific training plans for you and your employees to be compliant with Professional Standards ☐ Determine a process for how training hours will be tracked ☐ Ensure each employee has documented a planned number of training hours for their job category	Per ADE, trainings completed in June 2016 can count for PY 2017 Per Professional Standards, Increased annual training hours for SY 2017	http://www.azed.gov/health-nutrition/usda-professional-standards-new/ • USDA Training Tracker (Microsoft Access) • ADE Tracking Forms • SP 38-2016: Questions & Answers (Q&As) on the Final Rule "Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids
☐	*(if applicable)* If authorized signers have changed, update the Food Program Permanent Food Service Agreement	ONLY RESUMBIT IF THERE ARE CHANGES!	http://www.azed.gov/health-nutrition/nslp/program-forms/ • Food Program Permanent Service Agreement
☐	Ensure appropriate staff have access to Common Logon: CNPWeb, CNP Verification, and CNP Direct Certification		http://www.azed.gov/health-nutrition/nslp/program-forms/ • Requesting Common Logon Permissions

JUNE 2016
prepare for the program year

	Updates	Resources

☐ Log into CNPWeb
  ☐ Confirm your Program Specialist
  ☐ Confirm all sites are correctly listed in CNPWeb for PY 2017- if changes, complete Add/Change/Delete form
		http://www.azed.gov/health-nutrition/nslp/program-forms/
		• Health and Nutrition Services Entity Data Form (ADD/CHANGE/DELETE)

☐ Confirm/update the long and short USDA Nondiscrimination Statement is correct on all program materials that reference any child nutrition programs (NSLP, SBP, ASCSP, etc.)
 	
Not limited to:
  ☐ Menus
  ☐ Websites
  ☐ Application Materials
  ☐ Press/Media Release
	USDA Non-discrimination statement was updated November 2015	http://www.azed.gov/health-nutrition/civil-rights/
		
		The full statement must be included on outreach material when notifying potentially-eligible participants how to apply for benefits or when informing clients about their right to file a complaint.

☐ Finalize student eligibility program forms for PY 2017 *(cannot distribute prior to July 1)*
  ☐ Household Application
  ☐ Parent Letter
  ☐ Notification of Benefits
  ☐ Notification of Direct Certification
  ☐ Determine if forms need to be customized for Limited English Proficient households
  ☐ Submit any form modifications to ADE for approval
	Slight changes to ADE household application template.	http://www.azed.gov/health-nutrition/nslp/program-forms/
		• SP 34-2016: Revised Prototype Free and Reduced Price Application Materials for SY 2016-17
		• SP 37-2016: Meaningful Access for Persons with Limited English Proficiency (LEP) in the School Meal Programs Guidance and Q&As

☐ Reminder: Lunch prices must meet Paid Lunch Equity requirements for school year 2016-2017
  ☐ Ensure PLE Tool is completed
  ☐ *(if applicable)* Request a PLE Exemption by sending a letter with criteria explained in SP 19-2015 and completed PLE Tool to assigned Program Specialist
	PLE for SY 2016-2017: $2.78	http://www.azed.gov/health-nutrition/nslp/resource-management/
		• SP 09-2016: Paid Lunch Equity: School Year 2016-2017 Calculations and Tool
		• SP 19-2015: Paid Lunch Equity: Guidance for School Years 2015-16 and 2016-17 (Guidance for PLE Exemptions)

JUNE 2016
prepare for the program year

	Updates	Resources
☐ Review your Hazard Analysis Critical Control Point (HACCP) Food Safety Plan and schedule time to make edits if needed *(will need to report status of the Food Safety Plan in CNPWeb Sponsor application)*		• [CN 42-2006: Implementation of a School Food Safety Program (HACCP)](#) • [CN 09-2007: Monitoring Implementation of HACCP Based Food Safety Program](#) **HAACP Plan must include any facility where food is stored, prepared or served.*
☐ Review your Local Wellness Policy (LWP) and schedule time to make reviews if needed *(will need to report status of the LWP in CNPWeb Sponsor application)*	LWP Final Rule released July 2016	http://www.azed.gov/health-nutrition/wellness-policy/ **Local Wellness Policy must include (1) goals for nutrition education, physical activity, nutrition promotion, and other school-based activities to promote student wellness (2) nutrition guidelines for all foods available on campus (3) a plan for measuring implementation (4) designation of one or more officials in charge of school compliance oversight.*

☐ Submit online Site and Sponsor applications in CNPWeb
    ☐ Confirm SFA and Program contact emails are valid in Sponsor application
    ☐ Send ADE any remaining required checklist items when submitting Site and Sponsor applications
		http://www.azed.gov/health-nutrition/nslp/training/
		 • Online Training: How to Submit Site and Sponsor Applications in CNPWeb
		
		 *All LEAs were required to submit to ADE the Food Program Permanent Service Agreement that was revised in SY 2015. LEAs will have this listed as a checklist item. If the form has already been received and approved, the LEA will see green boxes in Checklist Items indicating that ADE already has the agreement on file and you DO NOT need to resubmit to ADE.

☐ Prepare the Benefit Issuance Document (BID) to record incoming student information ☐ Ensure system is in place that students with existing benefits from last program year "rollover" their eligibility until new documentation is processed		http://www.azed.gov/health-nutrition/nslp/training/ • [Online Training: How to Create a Benefit Issuance Document](#)

(OPTIONAL) ADDITIONAL TASKS

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JULY 2016
prepare for the program year

	TRAININGS THIS MONTH	NEXT MONTH
REGIONAL IN-PERSON	Director's Track: Learning the NSLP Director's Track: Updates for PY 2017	
ONLINE	Always available	Always available
WEBINARS		Staying on Track: August 2
PROFESSIONAL DEVELOPMENT		

		Updates	Resources
☐	**July 1** *(if receiving USDA Foods)* *my*FOODS replaces CNP2000		Contact: Dawn Irvine at Dawn.Irvine@azed.gov Contact: Sandy Fitzner at Sandy.Fitzner@azed.gov
☐	*(if receiving Administrative Review SY 16-17)* Download Administrative Review Off-Site Assessment Tool		http://www.azed.gov/health-nutrition/the-administrative-review/

PREPARE FOR STUDENT ELIGIBILITY

		Updates	Resources
☐	**July 1** First day LEAs are able to conduct CNP Direct Certification for PY 2017 ☐ Update BID ☐ Extend free meal benefits to all children in household when at least one member matches in SNAP, TANF and/or FDPIR ☐ Notify households	Additional columns with match results for homeless and migrant categories (these matches do not extend to other household members)	http://www.azed.gov/health-nutrition/nslp/training/ Online Trainings: • Introduction to Direct Certification in CNP Direct Certification • How to Conduct DC using File Upload: SAIS • How to Conduct DC using File Upload: SSNs • How to Conduct DC using File Upload: Standard Format • How to Conduct DC using Individual Student Lookup • How to Conduct DC using State Match
☐	**July 1** First day LEAs are able to distribute Household Applications and Parent Letters to households for PY 2017		http://www.azed.gov/health-nutrition/nslp/program-forms/
☐	Review the USDA Eligibility Manual for School Meals, Revised 2016	Version 2016 is released!	http://www.azed.gov/health-nutrition/nslp/programguidance/
☐	Start to certify Household Applications returned to school and notify household of meal benefits ☐ Update BID ☐ Notify households		http://www.azed.gov/health-nutrition/nslp/training/ • Online Training: How to Process Household Applications http://www.azed.gov/health-nutrition/nslp/program-forms/ • Income Eligibility Guidelines • Error prone worksheet *(best practice)* • Notification of Benefits

JULY 2016
prepare for the program year

	Updates	Resources
☐ Determine your Homeless/Migrant/ Runaway Liaisons		• Mary Haluska ADE State Migrant ID&R Coordinator, (602) 542-5169 http://www.azed.gov/populations-projects/migrant-program/ • Frank Migali State Coordinator for Homeless Education, (602) 542-4963 http://www.azed.gov/populations-projects/home/homeless/

PREPARE FOR CIVIL RIGHTS REQUIREMENTS

	Updates	Resources
☐ *Confirm* all program materials that reference any child nutrition programs (NSLP, SBP, ASCSP, etc.) have been updated with the current Nondiscrimination Statement *Not limited to:* ☐ Menus ☐ Websites ☐ Application Materials ☐ Press/Media Release		http://www.azed.gov/health-nutrition/civil-rights/ *The full statement must be included on outreach material when notifying potentially-eligible participants how to apply for benefits or when informing clients about their right to file a complaint.*
☐ Send out Press/Media Release		http://www.azed.gov/health-nutrition/nslp/program-forms/ • Media Release Template *(must contain both free and reduced-price Income Eligibility Guidelines)*
☐ Create procedures for receiving and processing complaints alleging Civil Rights discrimination		http://www.azed.gov/health-nutrition/civil-rights/ • FNS 113 Instructions (PDF Format) *Procedures must include in some form: (1) if allegation is made verbally or in person, (2) who writes down the complaint, (3)procedures cannot prevent a complaint from being accepted, (4) procedures must identify outside agency the complaint is forwarded to, and (5) procedures must not indicate that they attempt to resolve the complaint themselves.*
☐ Conduct/plan a Civil Rights Training for all staff who interact with program applicants/participants ☐ Determine how you will document the content of the training *(recommend agenda)* ☐ Track training date, length of training, and USDA Learning Code in employee's Professional Standards training hours	ADE has updated the training template you can use for SY 16-17	http://www.azed.gov/health-nutrition/civil-rights/ • Example of Civil Rights Training (PowerPoint) *Training must cover the following subjects: (1) Collection and Use of Data, (2) Effective Public Notification Systems, (3) Complaint Procedures, (4) Compliance Review Techniques, (5) Resolution of Noncompliance, (6)Requirements for Reasonable Accommodations of Persons with Disabilities, (7) Requirements for Language Assistance, (8) Conflict Resolution, and (9) Customer Service.*
☐ Get *And Justice For All* posters (NEW!)	GREEN posters	Request posters by emailing ADESchoolNutrition@azed.gov
☐ Create reminder to complete Civil Rights Compliance Form by December 15		http://www.azed.gov/health-nutrition/civil-rights/ • Civil Rights Compliance Form NSLP

JULY 2016

prepare for the program year

	Updates	Resources
PREPARE FOR FOOD SERVICE		
☐ Start to plan menus ☐ Get meal pattern charts for appropriate operating days		http://www.azed.gov/health-nutrition/meal-pattern/ • Online Training: How to Plan a Lunch Menu • Online Training: How to Plan a Breakfast Menu • Meal Pattern Charts
☐ Review Buy American Requirements		http://www.azed.gov/health-nutrition/nslp/operate-nlsp/cnp-procurement/ • SP 24-2016: Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program

☐ Be sure all food items on menu have sufficient documentation to support meeting meal pattern requirements
Not limited to:
  ☐ Nutrient fact labels
  ☐ CN labels and Product Formulation Statements for processed products
  ☐ Standardized recipes
  ☐ *(if applicable)* USDA Foods Fact Sheets
	Reminder: In 2015 USDA Food Fact Sheets were reformatted. Your fact sheets are outdated if your sheets are printed as landscape.	http://www.azed.gov/health-nutrition/meal-pattern/
		• USDA Product Formulation Templates
		• USDA's Whole Grain Resource
		• TA 07-2010 (v.3): Guidance for Accepting Processed Product Documentation
		• SP 11-2015 (v.2): CN Labels Copied with a Watermark Acceptable Documentation
		• SP 27-2015: Administrative Review Process Regarding the Child Nutrition (CN) Label, Watermarked CN Label and Manufacturer's Product Formulation Statement
		• ADE Standardized Recipe Template
		• USDA Food and Nutrition Recipe Tool Box
		• http://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets

☐ Create a system for that accommodates students with special dietary needs		http://www.azed.gov/health-nutrition/nslp/program-forms/ • Non-Disabled Student Special Diet Order Form • Disabled Student Special Diet Order Form http://www.azed.gov/health-nutrition/nslp/programguidance/ • Accommodating Children with Special Dietary Needs in the School Nutrition Programs, Revised September 2011 • SP 32-2015: Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs • HNS 11-2015: HNS response to Statements Supporting Accommodations for Children with Disabilities in CNPs SP 32-2015, SFSP 15-2015, CACFP 13-2015
☐ Ensure water is available at meal service		
☐ Hang NEW GREEN *And Justice For All* posters at all points of service in a location that enables program participants to read the text of the poster without obstruction	New green posters! Be sure all red/blue posters have been replaced	Request posters by sending an email to ADESchoolNutrition@azed.gov

JULY 2016
prepare for the program year

	Updates	Resources
☐ Hang point of service meal signage for National School Lunch Program (NSLP) and School Breakfast Program (SBP)		http://www.azed.gov/health-nutrition/meal-pattern/ • Offer vs. Serve Poster – ideas from Connecticut Department of Education • Build a Healthy Lunch for OVS – ideas from Wisconsin Department of Education
☐ Be sure your most recent food safety inspection (even if from last program year) is posted in a visible location		
☐ Ensure a copy of the food safety plan (HACCP) is available and easily accessible to staff at each site		
☐ Print off templates for temperature logs for all applicable equipment *Not limited to:* ☐ refrigerators ☐ milk coolers ☐ freezers ☐ dry storage		No specific template required, but recommended to use: • http://sop.nfsmi.org/Records/RefrigerationLog.pdf • http://www.azed.gov/health-nutrition/nslp/operate-nlsp/food-safety/
☐ Find the contact information of your County Health Department to request two Food Safety Inspections at each site		http://www.azed.gov/health-nutrition/nslp/operate-nlsp/food-safety/ • Contact your County Health Department: http://www.azdhs.gov/phs/oeh/fses/resources.htm • CN 11-2008: Food Safety Inspections in Non-Traditional School Settings • CN 11-2012: Food Safety Inspections in Service-only Sites Participating in the School Meals Program
☐ Identify competitive foods that will be sold to students during the school day ☐ Obtain documentation to support compliance with Smart Snacks *(recommend Healthier Alliance Smart Snack Calculator)* ☐ Read HNS 04-2015 for ADE policy on exempt fundraisers and determine LEA level policy- update LWP if needed	10% Daily Value can no longer be used to make a food product eligible for Smart Snacks. Smart Snack Calculator has been updated!	http://www.azed.gov/health-nutrition/the-arizona-nutrition-standards-and-competitive-foods/ • https://www.healthiergeneration.org/take_action/schools/snacks_and_beverages/smart_snacks/alliance_product_calculator/ • HNS 04-2015: Revision to Arizona Department of Education Policy on Specially Exempted Fundraisers

JULY 2016

prepare for the program year

	Updates	Resources

☐ Identify non-program foods (not limited to adult meals, milk sales, second entrées, a la carte etc.) sold on campus during the school day
 	
  ☐ Determine process for recording the sale of non-program foods
 	
  ☐ Get familiar with the USDA Non-Program Food Revenue Tool to calculate non-program food costs and non-program food revenues
		http://www.azed.gov/health-nutrition/nslp/resource-management/
		• SP 13-2014: School Food Service Account Revenue from the Sale of Non-program Foods
		• CN 19-2012: Child Nutrition Reauthorization 2010 Guidance on Revenue from Non-program Foods-Revised (Tool)
		• SP 20-2016: Nonprofit School Food Service Account Non-program Food Revenue Requirements

PREPARE FOR MEAL COUNTING

	Updates	Resources

☐ Ensure your meal counting system can:
  ☐ Identify a student's eligibility at the point of service
  ☐ Obtain daily meal counts by category from each point of service		

☐ Determine how eligibility determinations on the BID are automatically transferred to the point of service
 	
  ☐ Updated eligibility status
  ☐ New students
  ☐ Transfer students
  ☐ Withdrawn students		

☐ *(if electronic)* Determine a back up system if electronic system fails/does not operate		
☐ Ensure staff who are responsible for counting meals at point of service (POS) are properly trained ☐ *(if Offer vs. Serve (OVS))* train staff OVS		http://www.azed.gov/health-nutrition/meal-pattern/ • USDA's Offer vs. Serve Manual • Internal Staff Training: Meal or No Meal

(OPTIONAL) ADDITIONAL TASKS

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AUGUST 2016

first month of operation

	TRAININGS THIS MONTH	NEXT MONTH
REGIONAL IN-PERSON		Student Eligibility: Am I Doing it Right How to Train Food Safety
ONLINE	Always available	Always available
WEBINARS	Staying on Track: August 2	Staying on Track: September 6
PROFESSIONAL DEVELOPMENT		School Nutrition Association of Arizona *State Conference*: September 23-24 http://www.snaaz.org/

	Updates	Resources
☐ **August 31** Last day to submit Community Eligibility (CEP) applications to operate CEP for this program year		http://www.azed.gov/health-nutrition/special-assistance-provisions/ • Application for Community Eligibility Provision
☐ *(if operating SBP)* Outreach to households SBP at the beginning of school and multiple times during the school year		http://www.azed.gov/health-nutrition/nslp/operate-nlsp/school-breakfast-program-summer-food-service-program-outreach/ • Memo CN 04-2012: Child Nutrition Reauthorization 2010: Outreach to Households on the Availability of the School Breakfast Program
☐ Continue to certify Household Applications returned to school and notify household of meal benefits ☐ Update BID ☐ Notify households		http://www.azed.gov/health-nutrition/nslp/training/ • Online Training: How to Process Household Applications
☐ (Daily) Count meals at point of service		
☐ Perform daily edit checks for lunch ☐ Update attendance factor for each site; should match attendance factor provided by ADE found in each site claim ☐ *(if operating SBP)* complete daily edit check for breakfast		http://www.azed.gov/health-nutrition/nslp/program-forms/ • Active Excel Daily Edit Check Worksheet • Daily Edit Check Worksheet *LEAs will not have access to the site claim during first month of operation. Recommended to contact ADE to determine attendance factor.*
☐ Complete and review daily production records for lunch ☐ *(if operating SBP)* complete daily production record for breakfast		http://www.azed.gov/health-nutrition/meal-pattern/ • Production Record Template

AUGUST 2016
first month of operation

	Updates	Resources
☐ Make sure your most recent Local Wellness Policy (LWP) is available to the public (for example, post the LWP on your school webpage)		http://www.azed.gov/health-nutrition/wellness-policy/

(OPTIONAL) ADDITIONAL TASKS

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SEPTEMBER 2016
second month of operation

	TRAININGS THIS MONTH	NEXT MONTH
REGIONAL IN-PERSON	Student Eligibility: Am I Doing it Right How to Train Food Safety	Drop-In Workshop: Preparing for Verification
ONLINE	Always available	Always available
WEBINARS	Staying on Track: September 6	Staying on Track: October 4
PROFESSIONAL DEVELOPMENT	Email topics to *ADESchoolNutrtition@azed.gov* by September15 for ADE professional development sessions in January/February School Nutrition Association of Arizona *State Conference*: September 23-24 http://www.snaaz.org/	

	Updates	Resources
☐ **September 1 – September 10** Submit August claims for reimbursement		http://www.azed.gov/health-nutrition/nslp/training/ • Online Training: How to Submit a Claim in CNPWeb
☐ **30-Day Rollover** Discontinue prior year's benefits for households that have not reapplied		http://www.azed.gov/health-nutrition/nslp/programguidance/ • USDA Eligibility Manual for School Meals, released 2016

☐ Continue to certify Household Applications returned to school and notify household of meal benefits
  ☐ Update BID
  ☐ Notify households
		http://www.azed.gov/health-nutrition/nslp/training/
		• Online Training: How to Process Household Applications

☐ (Daily) Count meals at point of service		
☐ Perform daily edit checks for lunch ☐ *(if operating SBP)* complete daily edit check for breakfast		http://www.azed.gov/health-nutrition/nslp/program-forms/ • Active Excel Daily Edit Check Worksheet • Daily Edit Check Worksheet
☐ Complete and review daily production records for lunch ☐ *(if operating SBP)* complete daily production record for breakfast		http://www.azed.gov/health-nutrition/meal-pattern/ • Production Record Template

SEPTEMBER 2016
second month of operation

	Updates	Resources
☐ Start to prepare for Verification 　☐ Print the Verification Best Practices Calendar 　☐ *(recommended)* Complete online training: Verification Review 　☐ *(recommended)* **Last week in September:** Conduct Direct Certification 　　☐ Update BID 　　☐ Extend free meal benefits to all children in household when at least one member matches in SNAP, TANF and/or FDPIR 　　☐ Notify households		http://www.azed.gov/health-nutrition/nslp/verification/ • The Eligibility Manual for School Meals (USDA), Revised 2016 *Section 6 begins guidance on Verification* • Verification Best Practices Calendar • Verification Non-Response Rates 2015-2016 *(used to determine 2016-2017 Verification sample method)* http://www.azed.gov/health-nutrition/nslp/training/ • Online Training: Verification Review

(OPTIONAL) ADDITIONAL TASKS

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OCTOBER 2016

first month of verification activities

	TRAININGS THIS MONTH	NEXT MONTH
REGIONAL IN-PERSON	Drop-In Workshop: Preparing for Verification	
ONLINE	Always available	Always available
WEBINARS	Staying on Track: October 4	Staying on Track: November 1
PROFESSIONAL DEVELOPMENT		

		Updates	Resources
☐	**October 10 – October 14** Prepare and celebrate National School Lunch Week! This year's theme: *Show Your Spirit*		http://schoolnutrition.org/nslw/ • School Nutrition Association (SNA) National School Lunch Week:
☐	**October 1 – October 10** Submit September claims for reimbursement		http://www.azed.gov/health-nutrition/nslp/training/ • Online Training: How to Submit a Claim in CNPWeb
☐	**October 1 – November 15** Verification Activities ☐ **October 1:** Determine the total number of free income applications, reduced income applications, case number applications, and foster applications on file as of October 1 (will need to report this number on the Verification Report) ☐ **October 31:** Determine the total number of students directly certified, certified free due to an income application, case number application, foster application, and certified reduced due to an income application as of October 31 (will need to report this number on the Verification Report) ☐ Continue to check off tasks completed on the Verification Best Practices Calendar		http://www.azed.gov/health-nutrition/nslp/verification/ • The Eligibility Manual for School Meals (USDA), Revised 2016 *Section 6 begins guidance on Verification* • Online Training: How to Conduct Direct Verification

OCTOBER 2016

first month of verification activities

	Updates	Resources
☐ Annual Financial Report (AFR) due • **October 1**: private schools, BIA Schools, RCCIs • **October 15**: public schools		Contact Andrea Coffman, AFR Specialist at ADE • Andrea.Coffman@azed.gov, (602) 364-2358 http://www.azed.gov/health-nutrition/financial-information/ • Common Logon Request for CNP Annual Financial Report • CNP Annual Financial Report System

☐ Continue to certify Household Applications returned to school and notify household of meal benefits
  ☐ Update BID
  ☐ Notify households
		http://www.azed.gov/health-nutrition/nslp/training/
		• Online Training: How to Process Household Applications

☐ (Daily) Count meals at point of service		
☐ Perform daily edit checks for lunch ☐ *(if operating SBP)* complete daily edit check for breakfast		http://www.azed.gov/health-nutrition/nslp/program-forms/ • Active Excel Daily Edit Check Worksheet • Daily Edit Check Worksheet
☐ Complete and review daily production records for lunch ☐ *(if operating SBP)* complete daily production record for breakfast		http://www.azed.gov/health-nutrition/meal-pattern/ • Production Record Template

(OPTIONAL) ADDITIONAL TASKS

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NOVEMBER 2016

last month of verification activities

	TRAININGS THIS MONTH	NEXT MONTH
REGIONAL IN-PERSON		Drop-In Workshop: Submitting Verification Report
ONLINE	Always available	Always available
WEBINARS	Staying on Track: November 1	Staying on Track: December 6
PROFESSIONAL DEVELOPMENT		

	Updates	Resources
☐ **November 1 – November 10** Submit October claims for reimbursement		http://www.azed.gov/health-nutrition/nslp/training/ • Online Training: How to Submit a Claim in CNPWeb
☐ **November 15** Verification Activities End ☐ Continue to check off tasks completed on the Verification Best Practices Calendar		http://www.azed.gov/health-nutrition/nslp/verification/ • The Eligibility Manual for School Meals (USDA), see *Chapter Verification*
☐ **November 15** Verification Summary Report is available in CNP Verification ☐ *(recommended)* Complete online training: How to Submit the Verification Report on CNP Verification		http://www.azed.gov/health-nutrition/nslp/verification/
☐ Continue to certify Household Applications returned to school and notify household of meal benefits ☐ Update BID ☐ Notify households		http://www.azed.gov/health-nutrition/nslp/training/ • Online Training: How to Process Household Applications
☐ (Daily) Count meals at point of service		
☐ Perform daily edit checks for lunch ☐ *(if operating SBP)* complete daily edit check for breakfast		http://www.azed.gov/health-nutrition/nslp/program-forms/ • Active Excel Daily Edit Check Worksheet • Daily Edit Check Worksheet
☐ Complete and review daily production records for lunch ☐ *(if operating SBP)* complete daily production record for breakfast		http://www.azed.gov/health-nutrition/meal-pattern/ • Production Record Template

DECEMBER 2016

	TRAININGS THIS MONTH	NEXT MONTH
REGIONAL IN-PERSON	[Drop-In Workshop: Submitting Verification Report](#)	[Drop-In Workshop: Submitting Verification Report](#)
ONLINE	[Always available](#)	[Always available](#)
WEBINARS	[Staying on Track: December 6](#)	[Staying on Track: January 10*](#) (*due to holidays, second Tuesday in January*)
PROFESSIONAL DEVELOPMENT		

	Updates	Resources
☐ **December 1 – December 10** Submit November claims for reimbursement		http://www.azed.gov/health-nutrition/nslp/training/ • Online Training: How to Submit a Claim in CNPWeb
☐ **Due December 15** Civil Rights Compliance Form *(do not submit to ADE, keep on file)*		http://www.azed.gov/health-nutrition/nslp/program-forms/ • Civil Rights Compliance
☐ Submit Verification Summary Report (due by February 1) ☐ *(recommended)* Complete online training: [How to Submit the Verification Report on CNP Verification](#)		http://www.azed.gov/health-nutrition/nslp/verification/

☐ Look for USDA memo regarding Paid Lunch Equity for SY 2017-2018
   ☐ Complete Paid Lunch Equity Tool
   ☐ Determine if lunch prices will need to be increased for the upcoming school year (SY 17-18)
		• USDA normally releases the PLE memos for the upcoming school year in November

☐ Continue to certify Household Applications returned to school and notify household of meal benefits
   ☐ Update BID
   ☐ Notify households
		http://www.azed.gov/health-nutrition/nslp/training/
		 • Online Training: How to Process Household Applications

☐ *Reminder:* LEAs must conduct Direct Certification at a minimum of three times per program year		http://www.azed.gov/health-nutrition/nslp/training/ Online Trainings: • [Introduction to Direct Certification in CNP Direct Certification](#)

DECEMBER 2016

submit the Verification Report

	Updates	Resources
☐ (Daily) Count meals at point of service		
☐ Perform daily edit checks for lunch ☐ *(if operating SBP)* complete daily edit check for breakfast		http://www.azed.gov/health-nutrition/nslp/program-forms/ • Active Excel Daily Edit Check Worksheet • Daily Edit Check Worksheet
☐ Complete and review daily production records for lunch ☐ *(if operating SBP)* complete daily production record for breakfast		http://www.azed.gov/health-nutrition/meal-pattern/ • Production Record Template

(OPTIONAL) ADDITIONAL TASKS

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JANUARY 2017
submit the Verification Report

	TRAININGS THIS MONTH	NEXT MONTH
REGIONAL IN-PERSON	*Last Chance!* Drop-In Workshop: Submitting Verification Report	
ONLINE	Always available	Always available
WEBINARS	Staying on Track: January 10* *(due to holidays, second Tuesday in January)*	Staying on Track: February 7
PROFESSIONAL DEVELOPMENT	TBD	TBD

	Updates	Resources
☐ **January 1 – January 10** Submit December claims for reimbursement		http://www.azed.gov/health-nutrition/nslp/training/ • Online Training: How to Submit a Claim in CNPWeb
☐ *(if operating multiple sites)* Internal On-site Review Form for lunch due by February 1 (do not submit to ADE, keep on file) ☐ *(if operating SBP)* complete Internal On-site Review Form for breakfast		http://www.azed.gov/health-nutrition/nslp/program-forms/ • Updated On-Site Review Checklist
☐ Submit Verification Summary Report if not yet done so (due by February 1) ☐ *Last Chance!* Register for Drop-In Workshop: Submitting the Verification Report January 18: Tucson January 25: Phoenix		http://www.azed.gov/health-nutrition/nslp/verification/ http://www.azed.gov/health-nutrition/nslp/training/ • Online Training: How to Submit the Verification Report on CNP Verification
☐ **January 1** Any mid-year hires (January 1, or later) only need to complete half of training hours for their job category	*Don't forget, even new hires need Civil Rights training*	http://www.azed.gov/health-nutrition/usda-professional-standards-new/
☐ Continue tracking annual training hours for each school nutrition employee ☐ Be sure the tracking of each training includes the USDA Learning Objective (4 digit code)		http://www.azed.gov/health-nutrition/usda-professional-standards-new/ • Professional Standards Learning Objectives

JANUARY 2017
submit the Verification Report

	Updates	Resources
☐ Continue to certify Household Applications returned to school and notify household of meal benefits 　☐ Update BID 　☐ Notify households		http://www.azed.gov/health-nutrition/nslp/training/ • Online Training: How to Process Household Applications
☐ (Daily) Count meals at point of service		
☐ Perform daily edit checks for lunch 　☐ *(if operating SBP)* complete daily edit check for breakfast		http://www.azed.gov/health-nutrition/nslp/program-forms/ • Active Excel Daily Edit Check Worksheet • Daily Edit Check Worksheet
☐ Complete and review daily production records for lunch 　☐ *(if operating SBP)* complete daily production record for breakfast		http://www.azed.gov/health-nutrition/meal-pattern/ • Production Record Template

(OPTIONAL) ADDITIONAL TASKS

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FEBRUARY 2017
deadline for Verification Report!

	TRAININGS THIS MONTH	NEXT MONTH
REGIONAL IN-PERSON		
ONLINE	Always available	Always available
WEBINARS	Staying on Track: February 7	Staying on Track: March 7
PROFESSIONAL DEVELOPMENT	TBD	School Nutrition Association of Arizona *Professional Growth Conference*: March 24-25 http://www.snaaz.org/

	Updates	Resources
☐ **Due by February 1** Submit Verification Report!		http://www.azed.gov/health-nutrition/nslp/training/ • Online Training: How to Submit the Verification Report on CNP Verification
☐ **Due by February 1** *(if operating multiple sites)* Internal On-site Review Form for lunch due by February 1 (do not submit to ADE, keep on file) ☐ *(if operating SBP)* complete Internal On-site Review Form for breakfast		http://www.azed.gov/health-nutrition/nslp/program-forms/ • Updated On-Site Review Checklist
☐ **February 1 – February 10** Submit January claims for reimbursement		http://www.azed.gov/health-nutrition/nslp/training/ • Online Training: How to Submit a Claim in CNPWeb
☐ Continue to certify Household Applications returned to school and notify household of meal benefits ☐ Update BID ☐ Notify households		http://www.azed.gov/health-nutrition/nslp/training/ • Online Training: How to Process Household Applications
☐ (Daily) Count meals at point of service		
☐ Perform daily edit checks for lunch ☐ *(if operating SBP)* complete daily edit check for breakfast		http://www.azed.gov/health-nutrition/nslp/program-forms/ • Active Excel Daily Edit Check Worksheet • Daily Edit Check Worksheet
☐ Complete and review daily production records for lunch ☐ *(if operating SBP)* complete daily production record for breakfast		http://www.azed.gov/health-nutrition/meal-pattern/ • Production Record Template

MARCH 2017

national school breakfast week!

	TRAININGS THIS MONTH	NEXT MONTH
REGIONAL IN-PERSON		
ONLINE	[Always available](#)	[Always available](#)
WEBINARS	[Staying on Track: March 7](#)	[Staying on Track: April 4](#)
PROFESSIONAL DEVELOPMENT	School Nutrition Association of Arizona *Professional Growth Conference*: March 24-25 http://www.snaaz.org/	

	Updates	Resources
☐ **March 6 – March 10** Celebrate National School Breakfast Week		School Nutrition Association (SNA) National School Breakfast Week: http://schoolnutrition.org/nsbw/ • This year's theme: Take the School Breakfast Challenge
☐ *(only if operating School Breakfast Program)* *Don't forget…* LEAs must provide outreach to households for SBP at the beginning of school and multiple times during the school year		http://www.azed.gov/health-nutrition/nslp/operate-nlsp/school-breakfast-program-summer-food-service-program-outreach/ • [Memo CN 04-12: Child Nutrition Reauthorization 2010: Outreach to Households on the Availability of the School Breakfast Program](#)
☐ **March 1 – March 10** Submit February claims for reimbursement		http://www.azed.gov/health-nutrition/nslp/training/ • Online Training: How to Submit a Claim in CNPWeb
☐ Continue to certify Household Applications returned to school and notify household of meal benefits ☐ Update BID ☐ Notify households		http://www.azed.gov/health-nutrition/nslp/training/ • Online Training: How to Process Household Applications
☐ (Daily) Count meals at point of service		
☐ Perform daily edit checks for lunch ☐ *(if operating SBP)* complete daily edit check for breakfast		http://www.azed.gov/health-nutrition/nslp/program-forms/ • Active Excel Daily Edit Check Worksheet • Daily Edit Check Worksheet
☐ Complete and review daily production records for lunch ☐ *(if operating SBP)* complete daily production record for breakfast		http://www.azed.gov/health-nutrition/meal-pattern/ • Production Record Template

APRIL 2017
submit your identified student data

	TRAININGS THIS MONTH	NEXT MONTH
REGIONAL IN-PERSON		
ONLINE	Always available	Always available
WEBINARS	Staying on Track: April 4	Staying on Track: May 2
PROFESSIONAL DEVELOPMENT		

	Updates	Resources
☐ **April 1 – April 10** Submit March claims for reimbursement		http://www.azed.gov/health-nutrition/nslp/training/ • Online Training: How to Submit a Claim in CNPWeb
☐ **April 1** Conduct Direct Certification for purposes of submitting Identified Student Data reflective of April 1, due to ADE by April 15		
☐ **Due April 15** Submit Annual Identified Student/ Enrollment Data to ADE		• Look for HNS memo regarding Annual Public Notification and Data Submission for all LEAs
☐ Continue to certify Household Applications returned to school and notify household of meal benefits ☐ Update BID ☐ Notify households		http://www.azed.gov/health-nutrition/nslp/training/ • Online Training: How to Process Household Applications
☐ (Daily) Count meals at point of service		
☐ Perform daily edit checks for lunch ☐ (if operating SBP) complete daily edit check for breakfast		http://www.azed.gov/health-nutrition/nslp/program-forms/ • Active Excel Daily Edit Check Worksheet • Daily Edit Check Worksheet
☐ Complete and review daily production records for lunch ☐ (if operating SBP) complete daily production record for breakfast		http://www.azed.gov/health-nutrition/meal-pattern/ • Production Record Template
☐ (if last month of operation) Even if you do not operate Summer Food Service Program (SFSP), LEAs are required to notify all households of the availability and location of free summer meals		http://www.azed.gov/health-nutrition/nslp/operate-nlsp/school-breakfast-program-summer-food-service-program-outreach/ • Arizona SFSP Site Locator • USDA School Outreach Handout, Summer Meals Toolkit

MAY 2017

outreach for summer feeding!

	TRAININGS THIS MONTH	NEXT MONTH
REGIONAL IN-PERSON		TBD
ONLINE	Always available	Always available
WEBINARS	Staying on Track: May 2	TBD
PROFESSIONAL DEVELOPMENT		School Nutrition Association of Arizona *School Nutrition Industry Conference (SNIC)*: June 5-6

	Updates	Resources
☐ **May 1 – May 10** Submit April claims for reimbursement		http://www.azed.gov/health-nutrition/nslp/training/ • Online Training: How to Submit a Claim in CNPWeb
☐ Continue to certify Household Applications returned to school and notify household of meal benefits ☐ Update BID ☐ Notify households		http://www.azed.gov/health-nutrition/nslp/training/ • Online Training: How to Process Household Applications
☐ (Daily) Count meals at point of service		
☐ Perform daily edit checks for lunch ☐ *(if operating SBP)* complete daily edit check for breakfast		http://www.azed.gov/health-nutrition/nslp/program-forms/ • Active Excel Daily Edit Check Worksheet • Daily Edit Check Worksheet
☐ Complete and review daily production records for lunch ☐ *(if operating SBP)* complete daily production record for breakfast		http://www.azed.gov/health-nutrition/meal-pattern/ • Production Record Template
☐ *(if last month of operation)* Even if you do not operate Summer Food Service Program (SFSP), LEAs are required to notify all households of the availability and location of free summer meals		http://www.azed.gov/health-nutrition/nslp/operate-nlsp/school-breakfast-program-summer-food-service-program-outreach/ • Arizona SFSP Site Locator • USDA School Outreach Handout, Summer Meals Toolkit

JUNE 2017
end of the program year

	TRAININGS THIS MONTH	NEXT MONTH
REGIONAL IN-PERSON	TBD	TBD
ONLINE	[Always available](#)	[Always available](#)
WEBINARS	TBD	TBD
PROFESSIONAL DEVELOPMENT	School Nutrition Association of Arizona *School Nutrition Industry Conference (SNIC)*: June 5-6	

	Updates	Resources
☐ **June 1 – June 10** Submit May claims for reimbursement		http://www.azed.gov/health-nutrition/nslp/training/ • Online Training: How to Submit a Claim in CNPWeb
☐ *(if still in operation)* Continue to certify Household Applications returned to school and notify household of meal benefits ☐ Update BID ☐ Notify households		http://www.azed.gov/health-nutrition/nslp/training/ • Online Training: How to Process Household Applications
☐ *(if still in operation)* (Daily) Count meals at point of service		
☐ *(if still in operation)* Perform daily edit checks for lunch ☐ *(if operating SBP)* complete daily edit check for breakfast		http://www.azed.gov/health-nutrition/nslp/program-forms/ • Active Excel Daily Edit Check Worksheet • Daily Edit Check Worksheet
☐ *(if still in operation)* Complete and review daily production records for lunch ☐ *(if operating SBP)* complete daily production record for breakfast		http://www.azed.gov/health-nutrition/meal-pattern/ • Production Record Template
☐ *(if last month of operation)* Even if you do not operate Summer Food Service Program (SFSP), LEAs are required to notify all households of the availability and location of free summer meals		http://www.azed.gov/health-nutrition/nslp/operate-nlsp/school-breakfast-program-summer-food-service-program-outreach/ • [Arizona SFSP Site Locator](#) • [USDA School Outreach Handout, Summer Meals Toolkit](#)